

## **NON-PERMANENT 2 MONTH ADMIN ASSISTANT 3 - BUSINESS SERVICES - OLYMPIA**

There is currently one non-permanent opportunity with the Business Services Program located in Olympia.

**Position:** Administrative Assistant 3

**Duration:** Approximately 2 months

**Anticipated Start Date:** January 1-15, 2007

**Location:** Natural Resources Building, 5th Floor, Olympia

The work schedule is 40 hours per week; 8:00-5:00, Monday-Friday. Some overtime may be required.

Responsibilities include:

Principal assistant to the Assistant Director for the Business Services Program. Provides administrative assistance to the Comptroller and Administrative Operations Manager. Ensures close contact, coordination, and co-management with the Program Division Managers and Assistant Director to maintain a current level of knowledge, communication, and efficiency to meet agency and program goals and objectives.

Coordinates program's legislative bill analysis and fiscal note process. Reviews, explains, and interprets legislative procedures and policies to program staff. Ensures program's adherence to legislative session procedures and deadlines. Responsible for retrieving bills, reviewing and assigning bills to the appropriate managers, and reviewing prior to submitting documentation to the agency Legislative Liaison. Completes special projects as assigned. Responsible for weekly report of the Business Services Program to the Director. Researches, drafts, and finalizes letters, agendas, materials, and information for the Assistant Director, Administrative Operations Manager, and Comptroller. Coordinates program response to Fish and Wildlife Commission requests.

Please contact Kate Heinrich at (360-902-2201), or send a resume by fax (360-902-2156) or e-mail ([heinrkeh@dfw.wa.gov](mailto:heinrkeh@dfw.wa.gov)). All correspondence must be received by December 14, 2006.